

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, November 18, 2019

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).

CALL TO ORDER..... Mary Carlton, Chair

1) REVIEW AND APPROVAL OF MEETING MINUTES.....Mary Carlton, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of September 23, 2019.

1-B: Review, discussion, and possible action regarding approval of the executive session minutes for item 2C of the meeting of September 23, 2019.

1-C: Review, discussion, and possible action regarding approval of the executive session minutes for item 3A(19) of the meeting of September 23, 2019.

2) PENDING COMPLAINTS.....Division Staff

2-A: Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

3) INITIAL CERTIFICATION AND ELIGIBILITY.....Division Staff

3-A: Review, discussion and possible action regarding the following applications for initial, individual, business entity legal document preparer certification:

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| 1. Irma Aranda | 7. Ochoa & Martinez Enterprise, LLC |
| 2. Maria Barraza | 8. Jackson Aaron Group, LLC |
| 3. Melissa Medina | 9. Stormi Coyle |
| 4. David Rolf | 10. Precise Legal & Notary Services, LLC |
| 5. Amerimex Taxes & Immigration Services, LLC | 11. Fedora Legal Services, LLC |
| 6. Naturalization & Immigration Fotos, Inc. | 12. Eduvina Acosta |

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| 13. Kathleen Neva | 17. Daryl Crandall |
| 14. Kara Stewart | 18. Gregory Kelly |
| 15. Under the Sun LDP,
LLC with Ashely James
renewal application | 19. Vision Community Management
LLC |
| 16. Absolute Best Document
Preparers, LLC with
Cindy Solomon renewal
application | 20. Michael Aldridge |
| | 21. Martha Rodriguez |

4) RENEWAL CERTIFICATION APPLICATIONS.....*Division Staff*

4-A: Review, discussion and possible action regarding the following applications for renewal of individual and/or business entity legal document preparer certification:

1. Kahn, Jeremy
2. Four Peaks Planning Inc.
3. Moreno, Sylvia
4. Sylvia C. Moreno, PC
5. Curtis, Heidi
6. Utter, Jack
7. Valenzuela-Meeks, Barbara
8. Anderson, Anna

CALL TO THE PUBLIC.....*Mary Carlton, Chair*

ADJOURN *Mary Carlton, Chair*

BOARD OF LEGAL DOCUMENT PREPARERS

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1) REVIEW AND APPROVAL OF MEETING MINUTES

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of September 23, 2019.

A draft of the regular session minutes for the meeting of September 23, 2019, has been provided for the Board's review and consideration.

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1) REVIEW AND APPROVAL OF MEETING MINUTES

1-B: Review, discussion, and possible action regarding approval of the executive session minutes for item 2C of the meeting of September 23, 2019.

A draft of the executive session minutes for item 2C of the meeting of September 23, 2019, has been provided for the Board's review and consideration.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary - Monday, November 18, 2019

1) REVIEW AND APPROVAL OF MEETING MINUTES

1-C: Review, discussion, and possible action regarding approval of the executive session minutes for item 3A(19) of the meeting of September 23, 2019.

A draft of the executive session minutes for item 3A(19) of the meeting of September 23, 2019, has been provided for the Board's review and consideration.

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2) PENDING COMPLAINTS

2-A: Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

This matter was previously presented to the Board and deferred as the Board had further questions and concerns as to whether Maite Perez-Martinez intentionally put the wrong information on a legal form, specifically that the client could understand and read English.

Division received a complaint that Maite Perez-Martinez had prepared immigration documents that should not have been prepared and had given incorrect legal advice.

The complaint was filed by a lawyer who stated that in 2015, the client applied for and was approved for a U-Visa issued by the Department of Homeland Security with the assistance of a local immigration attorney. The name of the client in the reports is redacted as she was a victim of domestic violence, which is one of the criteria needed in order to obtain a U-Visa to remain in the country and aid in the prosecution of a crime.

The client desired to obtain adjusted status and was referred through a friend to legal document preparer Maite Perez-Martinez, owner of MP Legal Document Preparation, to determine if she could help obtain adjusted status to cross the border and then return to the U.S.

In a prior meeting, the Division informed the Board that during a client meeting with Maite Perez-Martinez in the fall of 2016, Maite Perez-Martinez told the client that, despite coming into the country without inspection, due to her currently holding a U-Visa, she was, in fact, eligible for and could apply for adjusted status through a Petition for Alien Relative (Federal Form I-130) and an (I-485 form) which is an Application to Register as a Permanent Resident/Adjusted Status. The Board determined that the statements were legal advice and that as such Maite Perez -Martinez had violated Supreme Court Rule 31 and ACJA § 7-208. In the interview to determine the client's ability to read and understand English, Maite Perez -Martinez disputed that she provided advice to the client and asserted that the client requested the Form I-130 and Form I-485.

The information given to the client is incorrect and, in fact, a U-Visa does NOT grant the holder immigration status or a benefit. Homeland Security requires a form I-131 form "Application for Travel" to be filed for someone in the client's situation. Approximately 5 months later, the client received a denial from Homeland Security stating she was ineligible for adjusted status after having spent \$2,240.00 total for the document prep and government fees.

Allegation 1: It is apparent that the I-130 and I-485 forms were the incorrect forms. After reviewing the file including the interview recordings and the subsequent interview with Maite Perez-Martinez the Division cannot substantiate whether Maite Perez-Martinez recommended the

forms or if the client requested the forms. Therefore, Division staff requests that the Board reconsider its determination of January 28, 2019 and dismiss Allegation 1.

Allegation 2: At the January 28, 2019, Board Meeting, The Board requested that Division staff further investigate whether Maite Perez-Martinez prepared a false immigration document. Maite Perez-Martinez prepared and sent in an immigration form (I-130) and marked in the affirmative on the I-485 form on page (6) that the client could understand and read the English language. This is incorrect as Division had to use an interpreter twice during the investigation while interviewing the complainant. The client cannot read or understand the English language.

At the Board's instruction, Division staff further investigated the issue with a subsequent interview with Maite Perez-Martinez, Maite Perez-Martinez stated that the complainant informed her that she could read and understand English but had problems speaking it. Maite Perez-Martinez further stated that she felt the client understood English because she has lived in the United States for over 20 years but was unable to provide any other facts or evidence that would suggest the complainant could read English. Furthermore, Maite Perez-Martinez stated that she spent over two hours explaining the forms and the process with the complainant in Spanish not English.

In a subsequent interview with the client, the client stated that Maite Perez-Martinez never asked her if she could read or understand English. The client further stated that she never talked to Maite Perez-Martinez in English and that Maite Perez-Martinez did explain to her the application process and forms in Spanish. The client stated that she would not sign a form indicating that she reads and understands English because she does not.

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Maite Perez-Martinez and MP Legal Services, LLC have committed the alleged act(s) of misconduct as detailed in Allegation 2 of the Investigation Summary and Allegation Analysis Report in complaint number 18-L006 and enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6) for act(s) of misconduct involving ACJA § §7-201(H)(6)(k)(7); 7-201(H)(6)(k)(8) and 7-208 (J)(1)(d) preparing immigration documents which were inappropriate and providing misleading information.

It is further recommended the Board issue a Censure to Maite Perez-Martinez and MP Legal Services, LLC.

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3) INITIAL CERTIFICATION AND ELIGIBILITY

3-A: Review, discussion and possible action regarding the following applications for initial individual and business entity legal document preparer certification and business entity exemption requests:

The following applicants have applied for initial individual and business entity legal document preparer certification. The applicants have successfully passed the program examination where applicable and have submitted complete applications demonstrating that they meet the minimum education and experience requirements.

The Division recommends approval of initial legal document preparer certification for the following business and individual applicants:

1. Irma Aranda
2. Maria Barraza
3. Melissa Medina
4. David Rolf
5. Amerimex Taxes & Immigration Services, LLC
6. Naturalization & Immigration Fotos, Inc.
7. Ochoa & Martinez Enterprise, LLC
8. Jackson Aaron Group, LLC

9. Stormi Coyle applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Coyle disclosed three civil cases, two of which were related to family matters and the third was a 2010 case regarding an automobile claim in which she was listed as the defendant. The matter was dismissed with prejudice.

The Division recommends approval of initial legal document preparer certification for Stormi Coyle.

10. Precise Legal & Notary Services, LLC applied for initial business legal document preparer certification. Krystle Jackson is listed as the designated principal. Precise Legal & Notary Services, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application. Ms. Jackson redisclosed several matters that she was involved in that were previously disclosed in her initial individual application which was approved by the Board on September 23, 2019.

The Division recommends approval of initial legal document preparer business certification for Precise Legal & Notary Services, LLC to include approval of the business entity exemption.

11. Fedora Legal Services, LLC applied for initial business legal document preparer certification. Sheila Perry is listed as the designated principal. Fedora Legal Services, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application. Ms. Perry redisclosed several matters that she was involved in that were previously disclosed in her initial individual application which was approved by the Board on July 1, 2017.

The Division recommends approval of initial legal document preparer business certification for Fedora Legal Services, LLC to include approval of the business entity exemption.

12. Eduvina Acosta applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Acosta disclosed that her Certified Bookkeeper's certification was revoked in 2019 for failing to meet the continuing education requirements.

Ms. Acosta failed to disclose a 2009 dissolution of marriage. Ms. Acosta stated that she did not think of the dissolution as a civil matter and forgot to disclose it.

The Division recommends approval of initial legal document preparer certification for Eduvina Acosta with the standard non-disclosure language.

13. Kathleen Neva applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Neva disclosed two dissolutions of marriage that occurred in 1971 and 2006. Ms. Neva failed to disclose a 1981 dissolution of marriage. Ms. Neva stated she failed to disclose the matter due to re-marrying the same individual within a year and thought disclosing the 2006 dissolution was sufficient.

The Division recommends approval of initial legal document preparer certification for Kathleen Neva with non-disclosure language.

14. Kara Stewart applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Stewart disclosed a 2013 bankruptcy that contained no adversarial proceedings. Ms. Stewart failed to disclose three dissolutions of marriage that occurred in 1994, 2000, and 2005. Ms. Stewart also failed to disclose a 1999 bankruptcy. Ms. Stewart stated she failed to disclose the dissolutions of marriage because she did not view them as civil matters. Ms. Stewart apologized for not disclosing the 1999 bankruptcy and stated that she did not disclose it because she had forgotten about it.

The Division recommends approval of initial legal document preparer certification for Kara Stewart with non-disclosure language.

15. Under the Sun LLC with Ashley James renewal application

Under the Sun LDP, LLC applied for initial business legal document preparer certification. Ashley James is listed as the designated principal. Under the Sun LDP, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application. Ms. James redisclosed several matters that she was involved in that were previously disclosed in her initial individual application which was approved by the Board on November 19, 2018.

Ms. James also submitted her renewal application. Staff performed a background investigation for the renewal period.

Ms. James answered no on her application that she had not timely completed her CE. She was initially certified on November 9, 2018, and only needed to provide 10 hours of CE for reporting period two. She only completed 5.75 hours during the reporting period. Ms. James explained she mistakenly thought she had until the end of May 2019 to complete her CE. Ms. James did complete the remaining 4.25 hours CE on 5/9/2019, without staff urging her to do so.

The Division recommends approval of the out of time frame CE for Ms. James since she was proactive in answering no and completing the deficient CE without being asked by Division staff. The Division request the Board to approve the renewal of Ashley James with no CE Remedial actions.

The Division also recommends approval of initial legal document preparer business certification for Under the Sun LDP, LLC to include approval of the business entity exemption.

16. Absolute Best Document Preparers, LLC with Cindy Solomon renewal application

Absolute Best Document Preparers, LLC applied for initial business legal document preparer certification. Cindy Solomon is listed as the designated principal. Absolute Best Document Preparers, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

Ms. Solomon failed to disclose five civil matters in which she was involved to include three dissolution of marriages and two bankruptcies. Four of the five matters have been previously disclosed in her 2015 initial individual application. The only matter that was not disclosed was a 1982 dissolution that she stated had slipped in her mind due to the timeframe of the matter. Ms. Solomon stated that she failed to disclose the civil matters on her business application because she thought the application was asking for matters that involved the business.

Cindy Solomon has also applied for renewal of legal document preparer certification and no issues were noted within the application.

The Division recommends approval of initial legal document preparer business certification for Absolute Best Document Preparers, LLC with the standard non-disclosure language and recommends approval of the business entity exemption. The Division further recommends

approval of certification renewal for Cindy Solomon with non-disclosure language for failure to disclose information in support of an application.

17. Daryl Crandall applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements. Mr. Crandall disclosed several civil matters that he was involved in, to include two bankruptcies that contained no adversarial proceedings, two dissolutions of marriage that occurred in 2003 and 2014, and a 2009 case in which he was listed as a defendant alongside Owyhee County and the Sheriff's Office regarding employment issues to include wrongful termination related to his service as the elected Sheriff in Owyhee County. The case was dismissed, and a summary judgment was granted in their favor.

Mr. Crandall also disclosed two complaints that were filed against him in 2010-2011, again while he was serving as the Sheriff of Owyhee County. There were multiple allegations that were filed against him that did not result in any criminal or civil court proceedings.

The Division recommends approval of initial legal document preparer certification for Daryl Crandall.

18. Gregory Kelly applied for initial individual legal document preparer certification and submitted an application demonstrating that he does not meet the minimum eligibility requirements for certification. Based on Mr. Kelly's educational background, he would need to demonstrate that he has at least one year of law-related experience in one or a combination of the following situations:

- (i) Under the supervision of a licensed attorney;
- (ii) Providing services in preparation of legal documents prior to July 1, 2003;
- (iii) Under the supervision of a certified legal document preparer after July 1, 2003; or
- (iv) As a court employee

Mr. Kelly initially stated in his application that he had three years of law related experience under the supervision of an attorney but failed to provide any information or documentation that helped support that claim.

Following a subsequent request by Division staff, Mr. Kelley provided a statement that he had been periodically preparing documents under the supervision of an attorney for a period of eight years. It is Division staff's position that Mr. Kelly has failed to properly demonstrate that he has at least one-year full time equivalency preparing documents under the supervision of an attorney as well as not meeting the other minimum standards as listed above.

Based on the foregoing, the Division recommends denial of initial legal document preparer certification for Gregory Kelly pursuant to ACJA § 7-201(E)(2)(c)(1), for failure to meet the qualifications and eligibility requirements as outlined in ACJA § 7-208(E).

19. Vision Community Management, LLC applied for initial business legal document preparer certification. Mark Schmit is listed as the designated principal. Vision Community Management, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

Vision Community Management, LLC and a business member disclosed six civil cases that they were involved in as listed parties. Vision Community Management, LLC and the business member were listed as defendants in five out of the six matters. All of these cases that were disclosed involved HOA or employment related matters. Vision Community Management, LLC is a community management entity that deals with HOA issues and there were several other cases that were not disclosed in the application that did not involve the designated principal or any other listed business members.

The Division recommends approval of initial legal document preparer business certification for Vision Community Management, LLC to include approval of the business entity exemption.

20. Michael Aldridge applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements.

On his application, Mr. Aldridge failed to disclose involvement in six civil matters. These matters included a 1996 justice court case that he filed to collect a debt, a 1998 Superior Court case in which he was listed as a defendant resulting in a judgment against him, 1999 bankruptcy, 2005 dissolution of marriage and two injunctions of harassment that were filed in 2013 and 2014 in which he was listed as the defendant. During Division's investigation, Mr. Aldridge disclosed the 2013 and 2014 injunction prior to the Division learning of them.

The 2013 injunction of harassment was filed alleging that Mr. Aldridge harassed an individual due to a website that the individual had posted regarding Mr. Aldridge's family members. Mr. Aldridge stated that he never met the individual but did contact him to warn him that he could get in trouble civilly if he did not remove the information. The 2014 injunction precluded Mr. Aldridge from entering a business. It was later determined that there had been no misconduct involving Mr. Aldridge.

Mr. Aldridge stated that he failed to disclose the matters on his application because he was never arrested, involved in fraud, did not think of a divorce as a civil case and thought the questions only went back five years. Mr. Aldridge stated that he also has been licensed as an insurance provider for several years with no issues.

Given the age of the cases that were not disclosed and given that Mr. Aldridge did disclose the two injunctions during the investigation and prior to the Division learning of them, the Division recommends approval of initial legal document preparer certification for Michael Aldridge with the standard non-disclosure language.

21. Martha Rodriguez applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application.

On her application, Ms. Rodriguez did not initially disclose involvement in any civil matters whereas at the conclusion of Division's investigation a total of 19 civil matters should have been disclosed. During the preliminary review of her application, Ms. Rodriguez disclosed five out of the 19 civil cases that she was involved in to include a 2007 probate matter, 2007 minor name change, 2012 child support matter as well as a 2018 bankruptcy that included no adversarial proceedings.

The 9 civil cases that were not disclosed by Ms. Rodriguez included four debt related matters that were filed against her in 2011 (2), 2016 and 2017. Three matters that involved wage claims that were filed against her in 2001 and 2002 as well as a 2010 claim that was filed by her. Ms. Rodriguez also failed to disclose a 2000 dissolution of marriage and a 1998 bankruptcy that contained no adversarial proceedings.

During and after an interview with Division staff, Ms. Rodriguez disclosed involvement in five additional civil matters (out of the 19), to include two debt related matters that were filed against her in 1993 and 1994 as well as three other dissolutions of marriage that occurred in 1978, 1982 and 1986.

Ms. Rodriguez stated that she did mark "No" on her application regarding involvement in civil matters because the cases had been dismissed, resolved and did not matter anymore. In total 19, civil cases that involved Ms. Rodriguez were not initially disclosed on her application. Ms. Rodriguez disclosed 10 out of the 19 cases after her application had been submitted. Eight out of the 10 cases that were disclosed by Ms. Rodriguez were disclosed to the Division prior to the Division learning of them.

Ms. Rodriguez' experience verification is based on her representation that she had been preparing medical claims for several years prior to 2003. The Division has not been able to independently verify that representation.

The Division recommends denial of initial legal document preparer certification for Martha Rodriguez pursuant to ACJA § 7-201(E)(2)(c)(1), for failure to meet the qualifications and eligibility requirements as outlined in ACJA § 7-208(E) and ACJA § 7-201(E)(2)(c)(2)(b)(xv) for failure to disclose information on the certification application subsequently revealed through the background check.

BOARD OF LEGAL DOCUMENT PREPARERS

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4) RENEWAL CERTIFICATION APPLICATIONS

4-A: Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification:

1. Kahn, Jeremy
2. Four Peaks Planning Inc.

Jeremy Kahn applied for renewal of legal document preparer certification. Mr. Kahn is also the Designated Principal for Four Peaks Planning Inc. and applied for renewal of business certification.

Mr. Kahn answered "No" on his individual and business renewal applications to the background information questions. Mr. Kahn did not disclose a dissolution of marriage. He explained to the Division he did not disclose the case because he was not aware a divorce filing would be something of interest.

It is recommended renewal of standard certification be granted to Jeremy Kahn and Four Peaks Planning, Inc. with non-disclosure language.

3. Moreno, Sylvia
4. Sylvia C. Moreno, PC

Sylvia Moreno applied for renewal of legal document preparer certification. Ms. Moreno is also the Designated Principal for Sylvia C. Moreno, PC and applied for renewal of business certification.

Ms. Moreno answered "No" on her individual and business renewal applications to the background information questions. Ms. Moreno did not disclose a 2018 civil case. She explained prior to the case being brought to her attention by the Division, she did not know the case existed nor was she ever served.

It is recommended renewal of standard certification be granted to Sylvia Moreno and Sylvia C. Moreno, PC with non-disclosure language.

5. Heidi Curtis applied for renewal of legal document preparer certification. The applicant has submitted a renewal application and the applicant's background has been investigated for the renewal period.

Ms. Curtis answered "No" on the Applicant Continuing Education Affidavit. On August 19, 2019 staff sent a letter and email to Ms. Curtis requesting her to complete a Continuing Education Submission form for the hours she has completed and return to the Division within 7

business days. On August 21, Ms. Curtis advised the Division she had not completed her CE due to medical reasons and requested an extension to submit the requested documents.

Since the initial notice, staff has sent multiple requests and still has not received Ms. Curtis's Continuing Education Submission form.

Pursuant to Arizona Code of Judicial Administration § 7-201 (F)(4):

"A certificate holder shall respond by the specific time stated in any request for information from, and shall provide documents to the director, deputy director, division staff, or board pertaining to certification, renewal of certification, complaints alleging acts of misconduct or violations by the certificate holder, investigative inquiries and compliance audits or defensive driving course monitoring of the practice of the certificate holder."

Therefore, due to Ms. Curtis's failure to provide her Continuing Education Submission form after requested to do so on multiple occasions, it is recommended renewal of standard certification be denied to Heidi Curtis.

6. Jack Utter submitted his renewal application and Division checked his background for the renewal period. Mr. Utter was originally certified January 28, 2019, so Mr. Utter was only responsible for ten hours of CE for reporting period 2.

Mr. Utter was randomly selected to produce his CE. Division noted Mr. Utter, checked "Yes" that he had completed his CE on his renewal application, but when audited only had one hour of CE.

When sent a letter, Mr. Utter produced an additional 1 hour of out of time frame CE. Mr. Utter needs 8 additional hours of CE, one of those three, in ethics.

Division staff requests the Board accept Mr. Utter's 1 hour of out of time frame CE. It is recommended renewal of standard certification be granted to Jack Utter with CE remedial actions, so Mr. Utter is allowed to make up his deficient 8 hours of CE in the time frame required by ACJA § 7-208(L)(2). Board ordered CE Remedial Actions, are:

Continuing Education Remedial Actions

- The applicant will pay a \$50 CE late fee (Check or MO payable to the Arizona Supreme Court).
- The applicant will make up their deficient CE within 90 days after CE Remedial Actions are approved by the Board. The Board accepted your out of time frame CE. Because they accepted the out of time frame CE, you have 8 hours of CE to make up, one of those in ethics.
- The applicant will submit their CE annually for the next renewal period. Their CE is due on or before:

May 30, 2020 for the May 1, 2019 thru April 30, 2020 reporting period.
May 30, 2021 for the May 1, 2020 thru April 30, 2021 reporting period.

7. Barbara Valenzuela-Meeks submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Valenzuela-Meeks was not renewed for the 2017-2019 renewal period.

Ms. Valenzuela-Meeks answered "No" on her 2017-2019 renewal application to the background information questions. Ms. Valenzuela-Meeks did not disclose a dissolution of marriage with an order of protection where Ms. Valenzuela-Meeks is the Plaintiff.

It is recommended renewal of standard certification for the 2017-2019 and 2019-2021 renewal periods be granted to Barbara Valenzuela-Meeks with non-disclosure language.

8. Anna Anderson applied for renewal of legal document preparer certification. The applicant submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Anderson answered "Yes" on her renewal application to background information questions and provided documentation regarding a dismissed order of protection naming her as the defendant, and a then-pending criminal complaint of disorderly conduct domestic violence. During the renewal investigation, Ms. Anderson interviewed with the Division regarding the circumstances of both the order of protection and criminal complaint as part of an ongoing custody matter and the Division confirmed that the criminal complaint was dismissed upon completion of diversion.

It is recommended renewal of standard certification be granted to Anna Anderson.